

PUBLIC UTILITIES COORDINATOR

NATURE OF WORK

This is highly responsible professional technical and administrative work directing the operations of Water Production and Distribution or Wastewater Collection and Treatment, and Sanitary Landfill in the Public Works and Utilities Department.

Work involves responsibility for the planning, development and implementation of new operating procedures; analyzing performance of equipment and materials; recommending improvements based on analysis and performing other functions which may be assigned by the Utility and Maintenance Administrator. An employee in this classification has wide latitude for action and is expected to resolve operating problems according to department policies and procedures. Work is reviewed by the Utility and Maintenance Administrator through conferences, reports submitted, and by observations of the effectiveness of programs. Supervision is exercised over subordinate professional and technical employees.

EXAMPLES OF WORK PERFORMED

Develops and coordinates operating procedures for either Water Production and Distribution or Wastewater Collection and Treatment; coordinates production and distribution with the development of long term expansion and reconstruction programs of the City; coordinates the management of solid waste.

Plans and reviews future budget needs and maintains control of expenditures to stay within the allocated budget.

Organizes and supervises utility divisional staff; coordinates the activities of internal divisions to obtain maximum efficiency and economy in order to furnish reliable and low cost service to utility customers.

Develops preventive maintenance programs for assigned divisions; develops employee safety and training programs.

Assists in the long range planning for assigned divisions; assembles data and compiles statistics on past loads, growth, and trends; prepares long range projections of utility loads; reviews options to improve operations and unit performance; determines if expansion of facilities is needed; develops cost of proposed requirements; analyzes net earnings to determine ability to finance projected operations from current revenues or to ascertain whether additional earnings will be required through increased rates.

Reviews construction plans, consultant agreements, construction contracts, and change orders as they affect public utility projects.

Participates in utility engineering work; makes economic studies analyzing operating reports of assigned divisions and develops programs to reduce costs or improve services.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles, practices and methods used in the maintenance, repair and operation of Water Production and Distribution, Wastewater Collection and Treatment, and Sanitary Landfill.

Thorough knowledge of modern management practices and methods as applied to the large scale production, treatment, storage and distribution of water; or the operation of activated sludge wastewater treatment plants; collection of wastewaters, pretreatment, and solid waste management.

Thorough knowledge of recent developments, current literature, and sources of information in the solid wastes, water or wastewater areas.

Thorough knowledge of modern principles, practices and techniques of water, solid wastes, and wastewater engineering.

Considerable knowledge of organizational and administrative policies and procedures.

Ability to interpret rules, regulations, and policies; and to make decisions in accordance with established precedent.

Ability to analyze administrative and technical problems and situations and to present appropriate facts and recommendations concisely in written or oral form.

Ability to plan, coordinate, assign and evaluate the work of subordinate professional and technical personnel.

Ability to plan, organize and direct the operation and maintenance of assigned divisions.

Ability to establish and maintain effective working relationships with division heads, subordinates and the general public.

Ability to determine long range needs for expansion and reconstruction of water or wastewater facilities and to plan and organize work for the efficient accomplishment of program objectives.

Ability to communicate effectively both orally and in writing.

Ability to maintain accurate records and to prepare technical reports and cost estimates.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in civil, environmental, mechanical, or sanitary engineering supplemented by a master's degree in sanitary engineering or business administration plus considerable supervisory experience in the operation of a sanitary landfill, water and/or wastewater system.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in civil, environmental, mechanical, or sanitary engineering supplemented by a master's degree in sanitary engineering or business administration plus experience in the operation of a water and/or wastewater system including supervisory experience.

NECESSARY SPECIAL REQUIREMENT

Possession of a Class I Nebraska Water Operators Certificate is required for the coordinator of the Water division and possession of a Class IV Nebraska Wastewater Operator's certificate is required for the coordinator of the Wastewater division.

Approved by: _____
Department Head

Personnel Director

1/76
Revised: 4/91

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